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UNITED STATES MARINE CORPS

III MARINE AMPHIBIOUS FORCE, FMF
FPO, SAN FRANCISCO 96606-8400

ForO 5060.3C
18/LMS/kdb
23 Jun 1987

FORCE ORDER 5060.3C

From: Commanding General
To: Distribution List

Subj: Procedures for Hosting Distinguished Visitors and Guests

Ref: (a) MCBPac(Fwd)O 5060.1 (NOTAL)

Encl: (1) VIP Checklist

1. Purpose. To provide guidance for planning and preparing for distinguished visitors and guests (VIP's).

2. Cancellation. Force Order 5060.3B.

3. Background

a. The reference outlines responsibilities for hosting distinguished visitors and guests (VIP's) visiting Marine Corps Commands in Japan.

b. Numerous civilian and military dignitaries/guests visit Marine Corps Commands on Okinawa. These visits may vary from liaison/inspection tours to orientation/information gathering trips concerning Marine Corps activities in the Western Pacific.

c. Commanding General, Marine Corps Bases, Japan

(1) In accordance with reference (a) when dignitaries and guests are scheduled to visit two or more services on Okinawa, or when third state nationals are visiting, and when tasked by COMUSJAPAN, the Commanding General, Marine Corps Bases Japan as the Okinawa Area Coordinator, will assume responsibility for the visit and coordinate with the Commanding General, III Marine Amphibious Force (III MAF), as appropriate.

(2) When the Commanding General, Fleet Marine Force, Pacific/Commander, Marine Corps Bases, Pacific approves the visits of dignitaries and guests to Marine commands/facilities in Japan, the Commanding General, Marine Corps Bases Japan, will assume coordination responsibility for the visit, in accordance with reference (a).

d. Commander, U.S. Naval Forces, Japan (COMNAVFORJAPAN).
Visits of third state nationals (excluding United States Armed

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Forces personnel and United Nations Command personnel) to Marine Corps commands in Japan must first be approved by COMUSJAPAN. In turn, COMUSJAPAN will inform the government of Japan of its intent to authorize third State nationals to visit Marine Corps facilities. COMUSJAPAN will then advise the host command if entry notification is received without objection either direct through the Okinawa Area Coordinator or via the Commander, Naval Forces, Japan.

e. Commanding General, III MAF

(1) When dignitaries and guests are scheduled to visit III MAF and subordinate commands of III MAF, the Commanding General will coordinate the applicable portions of their itineraries with the Commanding General, Marine Corps Base. Overall responsibility for the preparation and coordination of VIP visits to III MAF is delegated to the Protocol Officer. Protocol Officer will coordinate with the Staff Secretary and Aide-de-Camp.

(2) When dignitaries and guests are scheduled to visit III Marine Amphibious Force and/or its subordinate commands on unofficial business or visits not coordinated through COMNAVFOR JAPAN or Commander Marine Corps Bases, Pacific, then the Commanding General, III Marine Amphibious Force or designated subordinate Commander, will assume host/coordinating responsibilities. The Commanding General, Marine Corps Base, Camp Butler will provide logistical support upon request.

4. Action

a. Major Subordinate Commands. The Major Subordinate Commands and the III MAF Staff will keep the III MAF Protocol Officer advised of all proposed visits by distinguished visitors and guests to III MAF commands.

b. Protocol Officer. Exercise responsibility for overall preparation and coordination of VIP visits to include:

(1) Itinerary Preparation. Prepare and, upon approval of the CG, III MAF, release message tasking subordinate commands to support visit. Both the Staff Secretary and Aide-de-Camp will assist in coordinating and preparing details of the visit.

(2) Honors and Ceremonies. Determine appropriate honors and ceremonies for VIP visits. The Assistant Chief of Staff G-3 will organize and task subordinate commands for personnel, and conduct appropriate rehearsals when the need for honors has been determined.

(3) Briefs and tours. Schedule and coordinate briefs and tours with the Assistant Chief of Staff, G-3.

VIP CHECKLIST

| <u>EVENT</u> | <u>RESPONSIBILITY OF</u> | <u>COORDINATE WITH</u> |
|----------------------------------|--------------------------|--|
| 1. Itinerary preparation | Protocol | Appropriate Staff Section MCB Camp Butler Staff Secretary |
| 2. Transportation | Protocol | MAF G-3 Airo |
| a. Aircraft frag (helo) | | |
| b. Aircraft frag (fixed wing) | | MAF G-4 |
| c. Ground vehicles | | CG's driver, MCB Camp Butler Staff Secretary |
| 3. Honors | MAF G-3 | |
| a. Unit Organization | | Div G-3 |
| b. Flag/Plates | Aide-de-Camp | Div G-3, OAFO, ProtocolO MCB Camp Butler Staff Secretary CG's Military Secretary, CG's driver |
| c. Seniority/Seating | Protocol | MAF Staff Secretary Aide-de-Camp Band Officer |
| d. Band | MAF Staff Secretary | Div G-3 |
| e. Rehearsal | MAF G-3 | |
| 4. Conference Room/Center | MAF Staff Secretary | |
| a. Availability | Protocol | MAF Staff Secretary |
| b. Guest List/Seating | Protocol | CG's Military Secretary |
| 5. Administration | Protocol | |
| a. Guest biography | Protocol | CG's Military Secretary OAFO, MCB Camp Butler Staff Secretary Div Repro Off MSC Staff Secretaries |
| b. Trip booklets | Protocol | |

ENCLOSURE (1)

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| c. Billeting | Protocol | MCB Camp Butler ProtocolO |
| d. Photo Coverage/ Album | Protocol | MAF PAO, MCB Camp Butler Photo lab |
| e. Publicity | MAF PAO | ProtocolO, MAF Staff Secretary Aide-de-Camp |
| f. Area Clearances/ General Officer Movement Message | MAF Staff Secretary | |

6. Social

| | | |
|------------------------------------|----------|------|
| a. Host Determination | Protocol | Aide |
| b. Cocktails/Dinner/ Receptions | | |
| c. Invitations/Guest List | | |
| d. Seating Plan | | |
| e. Name Plates | | |
| f. Memento of visit | | |


ENCLOSURE (1)

(4) Invitations and Seating. Prepare invitations, monitor R.S.V.P.'s and arrange seating for social functions hosted by CG, III MAF. Coordinate these activities with the Aide-de-Camp.

c. Staff Secretary. Coordinate the use of the III MAF Band. Coordinate the scheduling and arrangements for use of the III MAF Conference Room/Center for briefs. Maintain liaison with the Staff Secretaries of the Major Subordinate Commands and keep them advised of any changes of itinerary.

d. Aide-de-Camp. Ensure correct etiquette and precedence of seniority is followed. The Aide's duties include, but are not limited to car license plates, and preparation of social functions hosted by Commanding General. Close liaison will be maintained with the Protocol Officer in the development of protocol procedures. The Aide will be assisted by the Protocol Officer, CG's Military Secretary and the CG's driver.

5. VIP Checklist. Enclosure (1) provides an outline of recurring events associated with a VIP visit.


J. A. GRESS
Chief of Staff

DISTRIBUTION: LIST I/II